

STUDENT INFORMATION HANDOUT

While attending the C-130 FTU, all students, including those who will be assigned to the 463rd Airlift Group, are assigned to the 314th Operations Support Squadron. The Student Support Flight Commander and staff are responsible for student administration. Even while you are training with one of the flying squadrons, you are still assigned to the 314 OSS.

1. Hours of Operation

Student Support	0730-1100 and 1300-1630	(M-F)
Appointments Only	1100-1300	(M-F)

2. Inprocessing the C-130 FTU

a. Inprocessing for all classes begins at 0730 in Bldg 1230A, Thomas Ave, C-130 Center of Excellence. Uniform of the day is flight suits or BDUs. A plasma screen in the lobby will direct you to the appropriate classroom. Students should be in place at 0730 with the following documentation in hand.

NOTE: Students will NOT be cleared by Flight Medicine unless the COMPLETE medical record is turned in to Flight Medicine during inprocessing.

(1) Initial Qualification Courses (PIQ/PXA/PXB/PXC/NIQ/FIQ/LIQ) bring the following:

- (a) Complete Medical Records
- (b) 5 Copies of orders and amendments (not just amendments)
- (c) Flight Record Folder (if previously on flying status)
- (d) AF AD Only - Signed Active Duty Service Commitment (AF Form 63)

(2) Aircraft Commander Upgrade Courses (PRA/PRB) bring the following:

- (a) Complete Medical Records
- (b) 5 Copies of orders and amendments
- (c) Flight Record Folder
- (d) AF AD Only - Signed Active Duty Service Commitment (AF Form 63)

NOTE: PRA and PRB students must complete CBTs and workbooks prior to arrival at the C-130 FTU. These students will be inprocessed, receive a review and be given a test. Failure to pass the test will result in that student being sent home. Contact the Registrar for additional information at marsha.ullendorf@littlerock.af.mil.

(3) Instructor Courses (PIN/NIN/FIN/LIN) bring the following:

- (a) Complete Medical Records
- (b) 5 Copies of orders and amendments

- (c) AF AD Only - Signed Active Duty Service Commitment (AF Form 63)
- (d) Copy of Instructor Prep Course Completion Letter
- (e) IDS (Individual Data Summary)
- (f) ITS (Individual Training Summary)
- (g) Flying History Report
- (h) Current Aeronautical Order (AO)
- (i) Current Aircraft Assignment Order
- (j) Information Management Certificate (SATE Training Certificate)

b. Dental Records: If your unit gives you your dental records you are required to turn them in. You cannot self-maintain your dental records while on flying status. If your unit does not give you your dental records, that's okay, it is not a prerequisite that you bring them, but if you bring them you cannot self-maintain them. Once dental records are turned in, they will be reviewed by the Dental Clinic. If you are overdue for your annual dental exam you will be placed on DNIF status until after your dental exam.

c. Inprocessing will take until lunch and will consist of:

- (a) Learning Center - who will issue publications.
- (b) ADSC - AD AF only
- (c) FTU Inprocessing
- (d) ARMS Inprocessing
- (e) Flight Medicine Inprocessing
- (f) Student Flight Commander Briefing
- (g) Laptop Issue - as needed

d. Finance does not come to inprocessing. If you have financial issues you will be directed to Finance Office at the Customer Service Center (CSC).

3. Mail

a. OFFICIAL mail is processed at the SAO front counter. Packages are maintained in the second drawer of the cabinet under the literature rack. We ask that all mail be checked at least once a week. To get your personal mail, check the mail list posted on the front door of SAO or on the bulletin board above the fax machine. If your name is listed, tell the person at the front counter your name and they will pull your mail. Then mark your name off the mail list so it can be updated as needed.

b. PERSONNEL mail can be picked up at the postal service center in the Razorback Café (Bldg. 864). If you will be here for more than 30 days, you may request a PSC box. To receive mail General Delivery, you must fill out a locator card at the postal service center or they will not know you are here and your mail will be returned to sender.

Official Mail (Student Admin)
314 OSS/OSF
Attn: Your Name/Class #

General Delivery (Bldg.864)
Rank and Name
PSC 2400

370 Cannon Dr.
Little Rock AFB AR 72099-4983

Little Rock AFB AR 72099

NOTE: Mailroom personnel can give you a PSC box over the phone DSN 731-3478 Comm (501) 987-3478; however, they will not check your mail over the phone. You must go in person.

4. Telephone/Messages

a. C-130 FTU, Building 1230A: There are DSN and local phones available for your use located in the break room in Room 4.

b. J-Model, Building 1231: There are DSN phones available for your use next to the 1st and 2d floor break rooms. In addition, there is a DSN phone on the 2d floor next to the elevator.

c. Little Rock AFB telephone prefixes are: Commercial (501) 987-xxxx and DSN 731-xxxx. To make an on-base call, dial 7 followed by the four-digit extension. To call a DSN telephone number from Little Rock AFB dial 94, then the seven-digit DSN number. To call an off-base number, dial 99, then the seven-digit number.

d. The C-130 FTU message line is (501) 987-6044, DSN 731-6044. For J-Model students the message line is (501) 987-7068, DSN 731-7068. We interrupt class for emergencies only. All other messages will be left on the answering machine in your billeting room or on your cell phone.

5. Outgoing Faxes

a. C-130 FTU, Building 1230A: The fax machine is available to all students for Official Business Only. It is located in the SAO. The fax number is DSN 731-3183 or Comm (501) 987-3183.

b. J-Model, Building 1231: The fax number for J-Model students is (501) 987-7048, DSN 731-7048.

6. Literature Rack/Incoming Student Faxes

a. A literature rack in the SAO has copies of the forms and documents you may need while in the C-130 FTU. For example: leave forms, passes, outprocessing checklists, fax cover sheets, travel vouchers, hand receipts for various items, dining facility closure letters, missed meals forms and cover letters, etc. Please check the literature rack first when looking for a particular form or document.

b. Faxes received for students will be pulled from the fax machine, stapled together, and the students name highlighted. They will then be placed in the Student Faxes slot of the literature rack. Please check the Student Faxes slot periodically.

7. Education Training Course Announcements (ETCA) Internet Link:

The Education Training Course Announcements (ETCA) list the prerequisites for all courses taught at Little Rock AFB. The ETCA is located at <http://etca.randolph.af.mil>. Click on the emblem for AETC. Enter “Little Rock” in the location block and press GO. The next screen lists current courses taught at Little Rock and the prerequisites.

8. Student Bulletin Board/Squadron Read File (SRF)

Any important messages/briefings you need to be aware of while you are in training will be posted in a Student Read File (SRF). A SRF is located in the SAO and at each flying squadron (53d, 62d, 154th) in the Squadron Read Section. The plasma screen in the lobby in building 1230A will display the current SRF number. You should check the plasma screen/bulletin board/read file binder at least once a day. **You are held accountable for all information posted in the SRF.**

9. Clearance to Fly

a. Prior to the flying phase all students must be medically cleared by the Flight Medicine Clinic (Fight Surgeon Office – FSO) and be administratively cleared by Aviation Resource Management Office (ARMS) to be eligible to fly at Little Rock AFB. **Failure to resolve any issues on these 2 documents could result in your being pulled from training and sent home.**

b. FSO Letter:

(1) The Flight Medicine Clinic creates the Flight Surgeon Office (FSO) Letter every time a new class inprocesses. The letter consists of all students that have medical issues and have not been medically cleared to fly at Little Rock AFB.

(2) If your name appears on this letter, there is a medical issue you need to get cleared up ASAP. Contact the Flight Medicine Clinic at 7-7319 to determine the actions required to get medically cleared.

c. ARMS Restricted Letter:

(1) The ARMS Restricted Letter is updated daily and consists of all students enrolled in the schoolhouse that have not been cleared to fly by Aviation Resource Management System (ARMS, formerly known as AFORMS).

(2) Initially every student is listed on the ARMS Restricted Letter for the Initial 1042, Medical Clearance. Once you have been cleared by the Flight Medicine Clinic and a signed copy of the 1042 is received by ARMS, the Init 1042 identifier will be removed from the ARMS Restricted Letter.

(3) If the ARMS Restricted Letter lists anything other than Init 1042, then there is an issue you need to resolve with ARMS. Contact ARMS at 7-7577/7787. If you are in an

instructor course contact ANG ARMS at 7-7778.

(4) Once the signed 1042 is received from the Flight Medicine Clinic, and if all other issues have been cleared with ARMS, you will be removed from the ARMS Restricted Letter. NOTE: All flying squadrons that support the school house receive the ARMS Letter daily and as long as you are listed on the ARMS Restricted Letter, you will NOT be scheduled to fly at Little Rock AFB.

d. Both these letters are posted on the bulletin board across from the break room in Bldg. 1230A. For Loadmasters in Bldg. 253, the letter is posted on the break room door. It is your responsibility to check these letters to determine if you have been cleared to fly at Little Rock AFB. You will not be notified by the SAO that you have been placed on either letter.

NOTE: The Flight Medicine Clinic is not funded nor manned to complete student flight physicals. A prerequisite of all aircrew training classes is a current flight physical that is good through your graduation date. Failure to comply can result in termination of your training. If you have questions regarding this issue, contact the Registrar.

10. Crew Resource Management (CRM)

a. C-130 FTU: The formal CRM course is a 1-day class conducted as part of your course syllabus and is **required** to graduate all initial qualification courses. Students will be held past their graduation date if they fail to complete the CRM class when it is scheduled. Level 1 (Non-Tac) only students will get CRM during the flightline portion of the training and need to follow-up with their crew position schedulers to ensure they are not scheduled to fly on their CRM date.

b. J-Model: CRM is part of the syllabus, as such, it is not a separate class. J-Model students will not receive a CRM letter certifying their attendance.

11. Break Room/Snack Bar

a. C-130 FTU, Building 1230A:

(1) A break room, located in room 4, across from the SAO is available for student use. The break room has DSN and local phones, soda, snack, coffee machines and a microwave. Please help us keep the break room clean. SAO personnel do not make coffee for the students; however, we do purchase the items to stock it. If the coffee area is getting low on supplies, please do not wait until you take the last coffee cup to let us know you need supplies.

(2) The Lockheed Martin Employee Break Room is off limits to all students.

b. J-Model, Building 1231: There are 2 break rooms located on the 1st and 2d floor across from the south wing entrances. The break room has DSN phones, soda, snack and coffee machines. Please help us keep the break rooms clean. SAO personnel do not make coffee; however, we do purchase items to stock it. If the coffee area is getting low on supplies, please do not wait until you take the last coffee cup to let us know you need supplies.

12. Class Schedules

You can access and print off daily/weekly class schedules, critiques, lesson plans and users manuals at <http://www.c130ats.net/www>. If for some reason, the web page goes down, please see your instructor.

13. Electronic Grade Books / Student Computer Accounts

a. Effective 15 Sep 04, the C-130 FTU no longer uses hard copy Aircrew Training Folders (ATFs). ATFs are located on the Internet at <https://lregoutside.c130ats.net/etims>. In order to access the electronic grade book you must have a student account.

b. Student Computer Accounts:

(1) Student accounts can be obtained by bringing a Information Assurance (IA) certificate showing you did IA training in 2005, to the SAO. Once you sign a Metropolitan Area Network (MAN) agreement a student account will given to you. The account will become active within 24 hours of the account being set up.

(2) If your IA training is not current, you will have to complete the IA CBT on a government (af.mil) computer. If we have a computer available in the SAO the CBTs can be taken there, if no computer is available the student will have to locate a government (af.mil) computer. The training can take up to an hour to complete. Contact MSgt Atwood in the SAO for additional information.

c. Electronic Grade Books: This web site can be accessed from all internet-capable computers, including your personal PC. Attachment 3 has the web site and instructions for creating a login and password. Once you have graduated the class and out processed the C-130 FTU and reported to your unit, your supervisor or DOT can go to the web site and access your grade book by creating a login and password, if needed. For assistance contact your instructor or Kim Mack at 501-988-2894, Bldg 1230 A, Room 105.

14. E-Mail

The Family Support Center Resource Center, Bldg. 668, has 7 computers for e-mail and internet access on a first-come, first-serve basis. The Base Library, Bldg. 976, has 18 computers available with access to civilian and military e-mail.

15. Learning Center (Publications, 7-7319):

a. The Learning Center, Bldg. 1230A, Rm 101, provides a comprehensive and varied supply of training materials and pubs. Updates of all publication are posted on the bulletin board across from the break room.

b. There is a publications briefing as part of your inprocessing to ensure you have the correct publications including all changes and supplements. You will be given a handout that shows how to maintain your publications. Publications are an individual responsibility, and you may be evaluated on this important crew responsibility on all training events and evaluations. The Learning Center personnel are more than willing to assist you as needed.

c. For Loadmasters and Navigators to pick up Phase 2 publications from the Learning Center, the following documentation must be provided to the Student Admin Office.

- (1) A copy of the AF Form 2862, *Aircrew Evaluation Worksheet* (check ride sheet).
- (2) Completed Phase 1 Course Critique, Room 34, and printed out the verification sheet.

Once these documents have been provided the SAO will give you a form letter to take to the Learning Center. They will then issue your Phase 2 publications.

16. Orders Certification

If you are ANG, AFRC, or USMC and your unit requires your orders be certified, bring them to the SAO. We will certify the date and time you started class. You may then fax them to your unit.

17. Laptop Computers

The C-130 FTU has lap top computers that students may sign out on a hand receipt to do their computer-based training (CBT). You are responsible for damage or loss. These computers do not have e-mail, games, or Internet access. They are strictly for CBTs. Any problems or questions should be directed to Lockheed Martin Systems personnel, Bldg 1230A, Rm 35. Do not install additional software.

18. Transportation Non-Availability Letter

Currently, Base Transportation is undermanned and unable to support the students operations. Therefore, they are offering TDY students, who are lodged off-base and authorized a POV on their orders, a Non-Availability Letter. This allows those students to claim in and around travel, the distance from their off-base lodging to the school house or flight line, on their travel voucher. To obtain this Non-Availability Letter, contact the Transportation Operations Supervisor, at Bldg. 551. See the base map in this guide for building location.

19. TDYs and Variations Authorized

a. There is a possibility that you will be asked to go on an off station TDY during the flying phase of training, which may be scheduled on very short notice. To be eligible to go TDY while in training, you must have Variations Authorized on your orders. If you do not have Variations Authorized on your orders contact your unit and ask them to cut an amendment to your orders giving you Variations Authorized.

b. Students assigned to Little Rock AFB units should contact their squadron for further guidance.

c. Once you return from the TDY, report to the SAO and pick up a Dual Lodging Letter. Finance will not process your travel voucher unless you have Variations Authorized on your orders and a Dual Lodging Letter from the SAO.

20. Lodging (Billeting) Bldg. 1024

a. Lodging

(1) All students are required to check in with the Razorback Inn (lodging) front desk for Government Lodging. On-base quarters are sometimes difficult to obtain due to the large number of students at Little Rock AFB. It is possible you will be assigned to contract quarters off-base. Government Lodging is either on-base (lodging) or off-base contract quarters (hotels). Calling for reservations in advance is recommended.

(2) If Government Lodging is (either on or off base) not available, you will be given a non-availability slip authorizing you to procure private lodging off base (i.e., rent an apartment), and the AF will cover the cost up to the maximum rate for lodging on-base quarters. Government lodging in a contracted off base hotel is not considered "Non Availability". If you are lodged off base by the Lodging Office, you will receive a 'contract' for the length of your stay. Retain this contract for reimbursement reasons.

(3) If you choose to refuse government lodging and rent an apartment, you will be required to sign a refusal of government quarters letter at the front desk of lodging. You will be reimbursed only the amount you would have been paid for on-base lodging. A non-availability letter will not be given.

(4) Members staying on base in government quarters are reimbursed the actual cost of their lodging (\$21.00 Enlisted, \$24.50 Officers).

(5) Members staying off base (contract hotels) are reimbursed the actual cost of their lodging not to exceed the maximum lodging rate.

b. VAQ lodging rooms have shared bathroom facilities. If you occupy these rooms, your spouse will not be authorized to stay with you. However, guests are authorized during visiting hours. A registered guest must accompany visitors at all times. Visiting hours are: Sun - Thurs 1200-2300 and Fri, Sat, and Holidays 1200-0100.

c. Lodging phone calls are charged as follows: If you dial a long-distance number direct, area code and 7-digit number, you will be billed \$.40 per minute for the entire length of call. Collect calls will not be accepted at all. If you call using a calling card or 800 number there is no charge.

d. There is currently no Temporary Living Facility (TLF) at Little Rock AFB for students,

however, we have set aside 25 rooms specifically identified for accompanied students. We are able to provide these rooms only to students whose families will be staying for a minimum of two weeks due to limited availability. There is a TLF for incoming permanent party personnel. Contact Lodging for additional information.

e. Although you may be authorized a shipment of hold baggage, be aware there is limited space in the rooms. The only storage facilities are bike lockers that are rented for \$10 a month. Bikes may not be kept in the billeting room.

f. Lodging extensions beyond original checkout dates must be reported to the SAO first. The SAO will notify lodging.

g. If you are initially assigned off-base quarters you will be given a return reservation to move on base when a room becomes available. If you are staying off base, you will not be moved to other downtown lodging unless there is a health or security issue.

h. Due to fire code regulations, all overnight guests must be registered with billeting. No personal cooking appliances are authorized. A microwave, coffee maker and toaster are provided.

i. You are not allowed to have any pets in on-base quarters.

j. If there are any damages to your room or furnishings, you must pay for them prior to checkout.

k. If you are staying at lodging on-base, room fees are billed 30 days in advance and telephone charges must be paid promptly. These bills are considered "just debts" and failure to pay them can result in legal or administrative sanctions. All VQ long-term guests (staying over 15 days), whether paying by cash, check, or credit card, will return to the front desk at 15-day intervals to verify and pay their lodging bill or pay in advance for the next 15 days.

l. Housekeeping services rooms daily. If you wish not to be disturbed, leave your sign on the door for housekeeping, however, they must clean the room at least every third day.

m. If you move from where you are initially assigned lodging, you MUST report your new location information to the SAO, and your class Senior Ranking Officer/NCO (SRO/SRNCO) ASAP. It is imperative that we be able to locate you in case of a family, base or national emergency.

21. Meals

a. All TDY students may eat in the base dining facility, Razorback Inn, Bldg. 864. Students must show a copy of TDY orders to the cashier and pay any applicable surcharges.

Razorback Cafe

Mon-Fri

Weekend

Breakfast	0600-0730	0830-1300
Lunch	1030-1300	0830-1300
Dinner	1600-1830	1700-1900

b. If you are flying and miss a meal, you have the option to get a boxed lunch from the flight kitchen. Just fax in your order to Flight Kitchen at 7-7598 or go to Bldg. 120 to pick it up. If you have a question or concerns, please call 7-6483.

c. If you are scheduled for a simulator and the Razorback Café is closed, you may claim it as a missed meal on an AF Form 2282, *Missed Meals Form*. This form requires 3 signatures: yours, ours, and someone from your unit authorizing the additional expenditure. A cover letter is located in the literature rack that constitutes our signature. File the AF 2282 and the cover letter with your final travel voucher at your gaining unit, and you will be reimbursed accordingly.

d. If you are getting proportional or full per diem, you will not be authorized to claim missed meals.

e. Per Diem for Meals

(1) The meal entitlement is paid based on what is indicated on your orders.

(a) Members directed to government mess or IAW JTR will receive \$11.30 per day.

(b) Proportional per diem for meals is \$22.00 per day.

(c) Full per diem for meals is \$36.00 per day.

(2) Members in contract quarters will receive full per diem for meals.

(3) Members staying off-base without a non-availability slip will receive per diem based on all government meals available and directed (\$11.30 per day) for meals.

22. Travel Vouchers

a. MEMBERS TDY ENROUTE TO A NEW PERMANENT DUTY STATION (PDS) may file for accrual payments at the travel pay desk, Bldg. 1255, starting on the 30th day of the TDY and every 30 days thereafter. The travel pay customer service area has fax machines, fax numbers, phone numbers, and the required forms to accomplish this. Accrual payments consist of travel and per diem cost incurred to date and ensure that members on extended TDY can pay all expenses incidental to the TDY.

b. MEMBERS TDY RETURNING TO THEIR HOME STATION may file accrual payments with their home station.

c. STUDENTS TDY TO LITTLE ROCK AFB DURING DINING FACILITY CLOSURE will be provided a letter by the SAO. Members should take the letter to the military pay office at

their gaining PDS to receive an increase in per diem for meals for those days the dining facility was closed. We cannot process these transactions locally because the member is not loaded in to our payroll record (member is in travel status).

d. **SPLIT DISBURSEMENTS:** Effective 20 May 03, all Air Force travelers' are required to separately identify all expenses of official travel on their travel claim. These amounts will be directly disbursed to the Bank of America. Split-disbursement accelerates cash flow to the bank, simplifies the payment process for travelers, and assures on-time payment resulting in fewer delinquencies. Split-disbursements for civilian travelers are not mandatory at this time.

e. If you have any questions regarding this information, please contact the Travel Pay Customer Service Desk at extension 7-8294.

23. Security Clearances

a. All students must have a minimum of a Secret Clearance with a signed Nondisclosure Agreement (NDA) on file to be authorized to attend classified briefings. Clearances will be verified within 5 duty days of your inprocessing. Required paperwork will be completed before the student is authorized access to classified. Those students with an open investigation (a pending clearance) should bring a hard copy of Standard Form 86, *Electronic Personnel Security Questionnaire Worksheet*. All Pilots and Navigators that do not have a valid clearance will not be able to attend any classified briefings.

b. Enlisted courses and instructor courses do not receive classified briefings.

c. Interim Security Clearances may be granted provided the SAO Security Manager is given a hard copy of the SF 86, the investigation has been open for over 90 days, the clearance is running clean with no issues, and the OSS/CC approves the granting of an interim clearance.

d. All classified briefings at the C-130 FTU are for US citizens only. International students will not be cleared for classified briefings.

24. Passports

a. **Military:** The requirement for a military passport must be on your PCS notification rip. Take a copy of the rip to Mr. Rick Burns, Casualty Affairs Office, in the Customer Service Center, Bldg 1255, Rm 115, 7-3580. He will determine, based on the PCS rip the requirement for you to have a military passport.

b. **Civilian:** Report to the Jacksonville Post Office at 1205 West Main St., between 0900-1600, Mon - Fri. The passport application is available at the post office or can be printed on line at passportinfo.com, click on Passport Information, Local Offices, then the appropriate state. In addition to the application you must have 2 passport photos, a picture ID, and your birth certificate with a raised seal or a previous passport. It takes up to 7 weeks to receive the passport for a cost \$85.00. To expedite the passport the cost is additional \$60.00. For additional information contact Janice Henderson, 982-3279.

25. Individual Equipment-Temporary/Permanent

a. Individual Equipment: Check the web page at <https://etca.randolph.af.mil> for a list of required individual equipment. You will be expected to arrive with all the proper equipment necessary for the course. **Students arriving without required equipment could be denied admission to the course/training.**

b. All students arriving from Corpus Christi NAS, regardless of branch of service, will be given a letter by the Life Support Section of the flying squadron they are assigned to fly with, authorizing them to go to Alphapointe, the equipment issue civilian contractor, to pick up the items they need.

c. Active Duty AF students coming from other than Corpus Christi NAS will be given a letter explaining the process for them to acquire equipment items.

d. ANG and AFRC students, officer (other than those coming from Corpus) and enlisted, will be given a letter they can fax to their units explaining the process for their units to purchase the items they need.

e. Non-Prior Service (Pipeline) Loadmaster students will work with the Loadmaster Liaison in Bldg 746 to receive their initial issue of flight gear.

f. The POC for all equipment issues is the Student Registrar.

g. The SAO has the following items on hand that can be issued on a temporary hand receipt. When items are returned during outprocessing the hand receipt will be torn up. All items can be kept until scheduled graduation or when no longer needed, whichever comes first.

Tactical Mission Plotter/Dividers (Nav only)
High Visibility Belt (reflective belt)
Headset (if yours breaks)
Publication bags

h. Flight Gloves may be exchanged on a one-for-one basis: old pair for new. These do not have to be returned when outprocessing.

i. Helmets and masks must be inspected by the Life Support section of your assigned flying squadron (53d, 62d, 154th) two weeks prior to flying phase. Each flying squadron has temporary helmets, which can be issued out two weeks prior to scheduled fly date.

j. Helmets and masks needing assembly should be taken to the Life Support section of your assigned flying squadron as soon as possible. Ensure equipment is signed in. Report to your assigned flying squadron life support two weeks prior to scheduled fly date for your final fitting and locker assignment.

26. ANG & AFRC Liaison (Required for all ANG & AFRC LMs and FEs)

CMSgt Sam Chamberlain, the ANG Liaison, requests all ANG and AFRC Loadmaster and Flight Engineer students contact him ASAP. He will review your orders and training requirements to ensure you are in the proper course. No appointment is necessary. Call 7-7859 for additional information.

27. Flight Engineer Building 1230B Access

Flight Engineers may be granted access to Bldg. 1230B on the weekends to practice in the Cockpit Flight Trainers. To obtain a key, the SRO should sign out a key from the SAO on Friday. A schedule of when the building will be open should be developed and briefed to all class members. The SRO should ensure the doors are open as advertised and the building is locked when completed. The key should be returned to the SAO on the following duty day.

28. Appearance/Standards

- a. Uniforms: Flight suits are authorized during all phases of training, except BLM. Boots must be black all leather flying boots. Any authorized uniform combination (or equivalent for non-Air Force personnel) is authorized during the academic phase. The short-sleeved shirt without tie is authorized year round at Little Rock AFB. Unapproved "moral patches" are unauthorized. Sleeves of the flight suit should be worn down at the wrist.
- b. You are expected to maintain the appearance standards of the Air Education and Training Command (AETC) while assigned to Little Rock AFB. Barbershops are conveniently located at the BXTRA, Bldg. 960, near the base theater. Military Clothing Sales, Bldg. 988, is in the same general area. Clothing Sales can special order required uniform items, including uniform items for Army, Navy, and Marines.
- c. Wristband bracelets, supporting different causes, are not authorized in uniform.
- d. Do not wear flight clothing to off-base establishments for extended shopping or socializing.
- e. Flight suits will not be worn in establishments where the primary function is to sell or serve alcohol.

29. Vehicles/Driving

- a. Vehicle registration: If your vehicle does not have a Department of Defense (DoD) registration, Pass and ID, Bldg. 1255; the Main Gate Visitor Center; or the Security Forces, Bldg. 480; can issue you a temporary one.
- b. Seatbelts are mandatory.
- c. Base speed limit is 35 mph, parking lots are 10 mph and base housing is 15 mph.

d. Report all on-base tickets to the Student Support Flight Commander, 7-3184, or 314 OSS First Sergeant, 7-3876. Each ticket may accrue points.

12 points = 6 months no base driving privileges

e. Parking is limited at the C-130 FTU (Bldg. 1230A & B). DO NOT PARK ON THE GRASS. Violators may be ticketed. There is available parking in front of the Razorback Cafe, behind the fitness center, or behind Bldg 1231, J-Model Building. Park only in properly marked spaces.

f. Temporary parking of RVs, boats, campers, trailers, etc., is not authorized in the parking lots of Little Rock AFB. If needed, you may store a boat or an RV at the Outdoor Recreation RV lot. Storage fees are typically \$10-\$15 per month with a deposit of \$20. You will need to show a copy of your TDY orders, registration, and proof of insurance, if applicable. All students staying in the dorm, however, will be required to pay only the deposit of \$20 and must show proof of residence. Outdoor Recreation's phone number is 7-3365.

g. For complete and current listings of all highway construction projects go to the Arkansas State Highway Department's website at <http://sss.ahd.state.ar.us/>. There is a great deal of construction going on in central Arkansas so make sure you give yourself plenty of time to get to where you are going. Tickets/fines received in construction zones while construction workers are present double. Traffic problems may consist of having to cross on coming traffic to enter and exit the highways, difficulty merging, traffic delays at accident scenes, flow of traffic changes due to construction, detours, etc. Be aware that each exit and on ramp on highway 67/167 is different from every other exit and on ramp. No two are the same in succession. Be patient and give yourself plenty of time until you learn your way around Jacksonville and Little Rock.

30. Alcohol/Weapons

a. Alcohol

(1) If you drink--**DON'T DRIVE!!!** The Little Rock AFB policy on alcohol related incidents is stringent. The off-base penalties for DWI are an automatic fine, revocation of driving privileges for 1 year and jail time. The on-base infraction penalties can include dismissal from school, an Article 15, and revocation of your DoD driving privileges for 1 year. Dismissal from school applies to off-base as well. In either case, the cost is significantly higher than taxi fare to the base from anywhere in the Little Rock/Jacksonville area! Once again, if you drink--**DON'T DRIVE!!!**

Legal limit .08 DWI
Under 21 - .02-.07 DUI

(2) Have a Plan!! Use a Designated Driver or have taxi fare. If your plan falls through, you can call the Command Post at 1-866-ARK RIDE and ask for a ride. We have a cadre of

volunteers that will come and pick you up and return you to where you are billeted with no names taken and nothing reported. They will make sure you are returned to your lodging safely. You can always go back for your car the next day.

(3) Drinking in Public: Arkansas has a Drinking In Public law. If you are going to consume alcohol, do it in a building. If you are caught drinking in your car, a parking lot, campgrounds, state forests, national parks, on a boat, etc., it is considered drinking in public and, if caught, will be an automatic fine.

(4) Airmen Against Drunk Driving (AADD): The AADD is a volunteer organization that provides rides home for military members who have consumed too much alcohol to drive home. AADD volunteers carry a cell phone 24 hours a day 7 days a week for military members to call. AADD also places volunteers at JR Rockers, the Little Rock AFB all-ranks club, every Friday night to provide rides from the club to where members are billeted, and will pick you up from anywhere in central Arkansas and ensure you arrive home safely. AADD services all of Little Rock AFB to include officers and enlisted alike. The AADD cell phone number is 920-8586. The Command Post number is 987-3200. Please call when you need a ride!!

b. Weapons

(1) Handguns and/or handgun ammunition of any kind are NOT AUTHORIZED on Little Rock AFB.

(2) Students staying in lodging are NOT AUTHORIZED to maintain weapons or ammunition of any kind in their lodging room.

(3) Shotguns/rifles and/or ammunition WILL BE turned in to the Security Forces Armory, Bldg 480, immediately upon arrival.

(4) An AF Form 1314, *Firearms Registration*, will be completed and signed by the OSS/CC authorizing storage of weapons and ammunition at the Security Forces Armory.

(5) Call 7-3222 for additional information.

31. Tobacco Usage

a. Tobacco use policies from the Chief of Staff of the Air Force and Commander, AETC, continue to be emphasized. All students are expected to fully support these policies and the desired objectives of improving the health and quality of life of our people, reducing the exposure of tobacco use by instructors to impressionable students.

b. The following is a synopsis of AFI 40-102, "Tobacco Use in the Air Force," the AETC supplement (holdover): No tobacco use on Air Force or contract aircraft. **No tobacco use by students during duty hours.** No tobacco use by instructors (including civilian contractors) in front of students. "In front of..." is interpreted to mean in proximity to, or in view of, students.

c. Duty hours for students are defined as the period between show time and release by instructors following the final flight duty or debriefing. The term tobacco includes smokeless varieties.

d. The broad initiative for tobacco reduction and elimination by Air Force leadership is not intended to threaten or thwart individual rights or choices. Instead, this is an effort to foster good health and well being among our ever-improving force. Your cooperation in managing and implementing these policies is greatly appreciated.

32. Equal Opportunity and Social Actions

a. Discrimination, sexual harassment, or inappropriate comments based on race, ethnicity, religion, physical handicap, age, gender, or background will not be tolerated. It is contrary to good order and discipline, and detrimental to morale and cohesion, **and will not be tolerated.**

b. Any infractions of this policy should be reported up the chain of command. The Military Equal Opportunity Office may also be of help.

33. Motorcycles/ATVs/Trail Bikes

If you plan to ride a motorcycle/ATV/trail bike while assigned to the C-130 FTU (even on pass or leave), please see the SAO POC.

34. Safety

a. A *Mishap Report*, AETC Form 435, must be completed when injured for any reason if medical attention was required or the injury causes missed duty. The AETC 435 can be picked up in the SAO and will be forwarded to the Safety Office. Wing Safety has a 3-day suspense.

b. *High Risk Activities*, AETC Form 410, must be completed by students participating in high-risk activities. If you have any questions as to whether an activity is considered high risk, see the High Risk Activities Binder, located by the fax machine in the SAO. **Failure to have a form on file will result in a line of duty determination in the event of an injury or incident.**

35. Schedule Adjustment/Make-up Days

a. This is first and foremost a Duty Day!

b. Approximately once a month Lockheed Martin shuts down during academics for what is called a Schedule Adjustment/Make-Up Day. This shows on your schedule as “SAD” and is typically on a Friday. Instructor classes and all J-Model classes do not have SADs. A list of SADs is at Attachment 1.

c. Understand this is not an automatic day off! The instructors have the authority to hold classes, tests, device training, whatever is needed to keep the class on track. Additionally, the squadron commander is required periodically during the year to hold student commanders calls

and safety briefings. Typically these are held on SAD as to not interrupt the student schedule and address the majority of the students at one time. **NEVER ASSUME this is an automatic day off.** Always check with your instructor to see if they have anything planned for the SAD. Briefings/events coming down from the squadron commander will be announced in flyers posted throughout the schoolhouse and in the squadron read files.

36. Command Run/PT Uniform

a. Every Friday the entire base participates in the Command Run. This includes all students enrolled in the C-130 FTU regardless of branch of service.

b. Effective 1 Oct 05 the Air Force's new PT gear is MANDATORY. Additional guidelines are as follows:

- (1) PT uniform items may not be worn in combination with civilian clothing.
- (2) Air Force T-shirts must be tucked into shorts or pants.
- (3) Jackets must be at least half zipped and the hood must be stored and zipped when not worn.
- (4) Pants must be zipped at the legs.
- (5) White socks must be worn, either calf- or ankle-length and a small, conservative logo is allowed.
- (6) Civilian hats are not authorized.
- (7) Saluting isn't required during PT activities, but is required when meeting individuals displaying appropriate rank.
- (8) Hair must be neat and can't hang loose below the collar.
- (9) Jewelry wear will follow normal uniform rules, keeping safety in mind.

NOTE: For more guidance on wearing the new PT uniform, visit http://www.af/mil/news/wear_policy.pdf.

c. Students from other branches of service should wear their branches PT gear, if they brought it. If not, appropriate work gear is recommended. The command run is optional for international students. Exchange students should follow the guidelines of their assigned squadron.

d. Everyone meets at the Fitness Center.

(1) First Friday of every month meet at 0645. This run is in squadron formation. OSS meets at the tree across the road from the Fitness Center. Look for the OG guidon.

(2) Every other Friday the run begins at 0700.

e. Be in place ready to go at the appropriate time. If you try to get to the school by 0645 or 0700 you will be late. Roads are blocked 15-20 minutes prior to the run start time to control traffic.

f. Classes have been pushed back to 0830 so there is time for everyone to get cleaned up and report to class on time.

g. Be sure to check in with you SRO as they are required to track your attendance at the Command Run.

h. Excused absences include the following:

(1) On a profile that states “No Running”. Provide copy to registrar.

(2) On quarters. The MDG will notify Student Admin.

(3) On DNIF. AF 1042 from flight medicine must have “No Running” written on it. Flight docs typically do not make annotations on the 1042’s, so be sure to have them write “No Running” on the 1042. (Can’t be DNIF for a head cold and be excused from the Command Run).

(4) On leave with appropriate paperwork filed.

(5) On crew rest for scheduled flight on Friday.

(6) Aircraft lands after 2200 Thursday night prior to the Command Run.

(7) Class starts prior to 0830.

i. When the run takes place during hours where visibility is poor a disco belt (reflective belt) is required. If you don’t have one, you may sign one out on a hand receipt from the SAO.

j. If the Command Run is cancelled for any reason notices will be posted in the school house and in each Squadron Read File.

37. Commander’s Welcome

The Commander’s Welcome is held the second and fourth Monday of every month at Building 380, the OSS Tactics/Intel building. The OSS/CC or his representative will discuss base, schoolhouse, and OSS policies and procedures. The briefing begins promptly at 0700 and is a **MANDATORY** appointment for all students. Make sure you sign in to receive credit for attending. You are only required to attend once.

38. Passes and Leaves

a. Submit AF Forms 988, *Leave Request/Authorization* and Pass Form and completed AF Form 29B, *Safety Briefing*, no earlier than 14 days and no later than 3 days prior to the first day of the requested absence.

b. You must be back from leave or pass in time to get the required mission crew rest prior to a flight. You must also be back in time to allow for a reasonable amount of rest prior to any other scheduled training.

c. Should an **EMERGENCY** situation delay your return, immediately contact the Student Support Flight Commander, DSN 731-3184 or Commercial (501) 987-3184. After duty hours, call the Command Post, DSN 731-3200 or Commercial (501) 987-3200 or 1-866-ARK RIDE, and ask for the 314 OSS Student Support Flight Commander, 1st Sgt, or Commander.

d. You should take every precaution with regard to weather forecasts, highly probable airline strikes, or other circumstances that might interfere with your timely return to duty. It is your responsibility to make every effort to return at the proper time.

e. Pass Policy

(1) While you are attending an AETC school, students may be authorized a 3-day pass that does not affect your leave balance. Over national holidays, students may be granted a 4-day pass. Passes are issued through the Student Support Flight. Final approval authority for passes is any of the Student Support Officers or NCOs in Building 1230/1231.

(2) There are two types of passes: a regular pass (3-day) and a special pass (4-day) on national holidays. All passes will begin and end in the local area and must be certified by an instructor (academic/flying) verifying you are not scheduled for training for the period of requested absence. The Student Support will then approve your pass and you will sign the form certifying you have received the required safety briefing. The pass form, AF Form 29B, is located in the literature rack in the SAO. All Passes **MUST** be approved prior to departure.

(a) If you are driving a POV there is a 300-mile limit. A map showing the driving radius is located at Attachment 2.

(b) If you are flying commercially, there is no mileage restriction in CONUS.

NOTE: The Command Run takes precedence over any passes. In other words, you must complete the command run, and then you may depart on your pass.

(3) The Student Support Flight Commander or Assistant Flight Commander must approve any 4 day pass.

f. Leaves

(1) All leave will begin and end in the local area. A pass form will be attached to all AF Forms 988, *Leave Request/Authorization*, and must be certified by an instructor (academic/flying), verifying you are not scheduled for training for the period of requested absence. Student Support Flight Commander or Assistant Flight Commander is the approval authority for all leave. Upon approval of your leave, you will sign the form certifying that you have received the safety briefing on the back of the pass form.

(2) You must be on leave to be excused from any scheduled class, training, mandatory formations or the Friday Command Run. Leave is also required for OCONUS travel and when departing for a period longer than 72 hours (regular pass) or 96 hours (special pass).

(3) Submit AF 988s and the completed AF 29B, no earlier than 14 days and no later than 2 days prior to the first chargeable day of leave. The 314 OSS Student Support Flight Commander or Assistant MUST approve all requests for leaves prior to departure.

(a) AD AF: The SAO will process your leave through the local finance office using Leave Web.

(b) ANG/AFRES: The Student Support Flt CC or Assistant will approve the leave and then the student is responsible for contacting their home unit for a leave authorization number. The leave is not final until the form is returned to the Student Support Office so we can complete the leave form and then fax it to your unit's finance to be processed.

(c) USCG/USMC/USN: Electronic leave forms can be accomplished at the base library. PRIOR to your departure, a copy of your leave form is required by the SAO for our records. You will process the leave form as normal.

(d) NPS Students will process passes and leaves through the Military Training Leaders prior to submitting them to the SAO.

g. Anytime you will not be staying where you are billeted, even just for 1 night, you must be on a pass or on leave. All passes and leaves must be processed through the SAO regardless of branch of service, level of training, or TDY or permanent party status. Ensure you have final approval on your leave/pass prior to departure from the local area.

h. A good emergency address and phone number is required on the leave and pass forms. From time to time, situations arise which require the need for the squadron to contact you immediately to deliver emergency messages, notify you of schedule changes, etc. We must be able to get in contact with you at all times.

i. If you have a **personal emergency** or other situation which requires your absence from the base, you must notify the SAO. Your instructor cannot grant leave or emergency leave! Only the Student Support Flight Commander, First Sergeant, or OSS Commander can authorize a leave or pass. During duty hours, contact the Student Support Flight Commander (7-3184) or SAO (7-6044). After duty hours, contact the Command Post at 7-3200; they will contact the

appropriate personnel to authorize leave. Remember, even though you may be flying with another unit, you are assigned to the 314 OSS until you graduate.

j. The SAO is the final approving authority for all passes and leaves. All requests for leaves and passes must have your **instructor's signature** verifying you are not scheduled for training during the period of the requested absence and prior to approval by Student Support.

k. You **MUST** sign in from leave within 3 duty days of your return. This is done at the SAO.

l. Prior to any holiday mandatory safety briefings will be held. All students will be required to attend and sign in to receive credit for attending. Passes and leaves will not be approved until you have attended the mandatory safety briefing.

39. Medical Care/TRICARE

a. The Flight Medicine Clinic is located in the 314th Medical Group at 1090 Arnold Drive. Their primary mission is to serve Air Force members on flying/special operational duty status.

b. Operating Hours:

Mon, Tue, Wed and Friday	0700-1600
Thursday	0700-1400 (After 1400 closed for training)
First Thursday of every month	0700-1200 (After 1200 closed for training)
Weekends	Closed

Sick Call By Appointment Only. Call 987-8811 for an appointment.

Phones open at 0600 for Active Duty. Dependents may start calling at 0700

Walk-ins for DNIF/RTFS and airsickness only are available from 0645-0730, and 1245-1300.

c. If you require medical care during non-duty hours, you must call 987-8811. You may be given an appointment to be seen in the After Hours Clinic, given medical advice over the phone by an on-call provider, or authorization to be seen off-base.

d. If you require emergency treatment, call 911 or go to the nearest emergency room. The 314th Medical Group does not have an emergency room, nor do they respond to 911 calls. The nearest emergency room is located at the Rebsamen Medical Center. Go out the main gate, turn right at the red light on to Marshall Road, go 1 mile and Rebsamen is on your left. There is a blue hospital sign on the right.

e. When you are seen outside of flight medicine, you will be DNIF until you are re-evaluated by a flight surgeon. This does not apply to your annual dental exam unless treatment other than a routine exam is performed.

f. Following treatment at any other facility, make an appointment with flight medicine immediately to ensure proper bill payment and aeromedical disposition (DNIF/RTFS).

g. Flight Medicine does not see dependents under 12 years of age. Dependents under 12 years of age may be seen at the Family Practice or Pediatrics Clinic as long as they are registered with that clinic through TRICARE. Any other dependent of an active duty flyer may be seen in flight medicine as long as they are registered with TRICARE and flight medicine is their primary care manager. TRICARE Prime patients have priority, and may schedule appointments by calling 987-8811. Under TRICARE guidelines, Prime patients will be seen within 7 days for routine appointments, 30 days for extended appointments (i.e. physicals, PAP smears, etc.), and they will be seen by a flight surgeon within 24 hours of calling for acute problems (i.e. sick call appointments).

h. The TRICARE Service Center is located in the front hallway of the 314th Medical Group. They can be reached at 988-2061/2057.

40. Inclement Weather Policy

Contact SRO for academic class schedule. For simulator and CPT schedules contact the Lockheed Martin Scheduler at 987-3186/6124/3314. For C-130J device lessons contact the CAE Scheduler at 457-5247. See Attachment 4 for additional information.

41. Critiques

a. Critiques are mandatory and must be completed prior to final outprocessing. The last five machines in the computer base training (CBT) room (Rm 34) in building 1230A are set up for critiques. The instructor may have you fill out a paper critique as well as the electronic version.

b. The electronic critique rates your course and the base facilities at Little Rock AFB. Loadmasters and Navigators will complete a critique after each checkride, meaning one for LIQ/NIQ, and one for LMQ/NMQ; however, the base facilities need to be reported only once.

c. These critiques are reviewed by the Student Support Flight Commander and forwarded up the chain of command to the group commander. Please be honest and specific. If you don't tell us who, what, where, when, or how, we can't do anything about your concerns or suggestions. Even better, come see us immediately about your concerns, so we can address them on the spot.

42. Distinguished Graduate Program

a. The Distinguished Graduate (DG) program is made up of 4 equal parts:

Academics

Sims, FUTS, SNS, Flights, CPTs, CFTs

Recommendation from the Primary Flying Instructor

Recommendation from the Evaluator

b. Academically you must have a 95% or higher to be eligible for DG.

c. Once all students in the class have graduated, a computer generated list is created identifying which student received the DG out of those eligible. A letter and certificate are created and sent to the school commandant for signature, then forwarded to your gaining unit squadron commander.

d. If you need to find out if you got DG, you can contact the SAO and, if all the students in your class have graduated, we can tell you if you received the DG or not.

e. The *Training Report*, AF Form 475, cannot be processed until the DG program has been calculated and a copy sent to the gaining unit MPF, AFRC for AFRC and ANG, and AFPC. Failure of students to outprocess the school will delay the DG program and subsequently the training reports.

43. Completion/Outprocessing

a. ALL students, including locals, must outprocessing the C-130 FTU. Once you determine when your final check ride will be, or the completion of academics only, come to the SAO and pick up an Outprocessing Checklist from the literature rack. The J-Model outprocessing checklist can be picked up in building 1231.

b. When you land from your check ride ensure you get a copy of all AF Forms 3520, *Aircrew/Mission Flight Data Extract*, and the AF Form 3862, *Aircrew Evaluation Worksheet*. You cannot outprocess without these forms and the outprocessing checklist.

c. Outprocessing:

(1) **MANDATORY - Life Support:** Report to the Life Support Section of your assigned flying squadron. Return any items you signed out on a hand receipt. They will sign off on the Outprocessing Checklist and release the bin where your helmet is stored.

(2) **MANDATORY - Aviation Resource Management (ARMS):** All personnel must outprocess through ARMS, including students locally assigned. The following documents are required to outprocess ARMS:

(3) **MANDATORY - Flight Medicine:** The Flight Medicine Clinic must see your Form 3862 to release your medical records. This is a legal issue, and they cannot and will not release your medical records without seeing the Form 3862. Flight Medicine closes at 1600 each day, except Thursday, when they close at 1400. The first Thursday of each month they close at 1200 for training. Flight Medicine will have you sign for your medical records and will sign off on the Outprocessing Checklist. They will also seal your medical records, do not open the envelope and turn the medical records in to the gaining medical unit.

(4) **MANDATORY - Laptops:**

(a) C-130 FTU: Whether you signed out a laptop or not, the Outprocessing Checklist must be signed off to ensure all laptops are returned. See the Lockheed Martin Systems personnel, Bldg. 1230A, Rm 25.

(b) J-Model: All J-model students must outprocess with the C-130J MATS LAN team in building 1231, room 212.

(5) MANDATORY (C-130J Students Only) - Lockheed Martin Security Manager:
All J-model students must return their security access badge to the security manager in building 1231, room 212.

(6) MANDATORY - Learning Center:

(a) C-130 FTU: All students must be cleared through the Learning Center, whether you have pubs to return on not. The Learning Center staff will stamp and sign off the Outprocessing Checklist. Report to the Learning Center, Bldg. 1230A, Rm 101.

(b) J-Model: All C-130J students will outprocess with the library in building 1231, rm 121.

(7) MANDATORY - SAO: Bring your completed Outprocessing Checklist, a copy of your Form 3862, and the critique verification sheets to the SAO to complete your outprocessing. Items issued on a hand receipt are turned in at this time. Certificates are created and the outprocessing is completed.

NOTE: Students who depart the C-130 FTU without completing the outprocessing checklist will have their squadron commander notified.

We are here to provide administrative support needed to complete your training. If you have any problems with port calls, orders, etc., come see us. If we can't give you the answer, we will direct you to the office/person who can. Again, welcome to "The Rock". We hope your stay is an enjoyable one.